



LOS ANGELES COUNTY COMMISSION ON HIV

3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748
www.hivcommission-la.info

While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

OPERATIONS COMMITTEE MEETING MINUTES

September 18, 2008

Approved
10/16/2008

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/CONSULTANTS
Diana Baumbauer, <i>Co-Chair</i>	Nettie DeAugustine, <i>Co-Chair</i>	Carla Bailey	None	Jane Nachazel
Anthony Bongiorno	Al Ballesteros			Craig Vincent-Jones
Mike Johnson	Michael Green			Nicole Werner
Dean Page	Ted Liso			
Natalie Sanchez	Robert Sotomayor			

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Agenda, 9/18/2008
- 2) **Roster:** Los Angeles County Commission on HIV, 9/6/2008
- 3) **Maps:** Los Angeles County by Service Planning Area and by Supervisorial District, August 2002
- 4) **Matrix:** Assessment of the Administrative Mechanism Recommendation Follow-Up Status, 7/16/2008
- 5) **Matrix:** Commission on HIV Nominations Scoring, 9/9/2008
- 6) **Commission Nominee Evaluation/Scoring Form:** Blank Form
- 7) **Commissioner Application:** Marcos Aviles, 7/14/2008
- 8) **Commissioner Application:** Robert Butler, 9/3/2008
- 9) **Flyer:** Consumer SPA 2 "Meet the Grantee" Meeting, 9/30/2008

1. **CALL TO ORDER:** Ms. Baumbauer called the meeting to order at 1:05 pm.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Postponed*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the Operations Committee meeting minutes (*Postponed*).
4. **PARLIAMENTARY REMARKS:** There were no comments.
5. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
6. **COMMISSION COMMENT, NON-AGENDIZED:**
 - Mr. Bongiorno noted Jose Chaparro from the West Side Crystal Meth Coalition was interested in helping with recruitment. It was suggested Mr. Chaparro attend Commission and Latino Recruitment meetings.
 - He added that a CAB was being restructured in SPA #5 and meetings were being held at Common Ground on the 3rd Tuesday of the month; 11:30 am to 1:00 pm. The CAB is also sponsoring an outreach event at Mar Vista Gardens for National Latino Outreach Day.
 - Ms. Bailey announced that she would be on a panel at the National Minority AIDS Council (NMAC) meeting in Florida.
 - Mr. Johnson noted that the California HIV Planning Group's (CHPG) November meeting date conflicts with the Commission's Annual Meeting. Mr. Vincent-Jones added it would be impossible to change the Annual Meeting and, as the Commission was considering its Comprehensive Care Plan, he would advise those with dual membership to attend the Commission meeting.
 - Ms. Sanchez promoted the November 26th Seasons of Love LA fundraiser.

Operations Committee Meeting Minutes

September 18, 2008

Page 2 of 3

7. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.

8. **CO-CHAIRS' REPORT:**

- Mr. Vincent-Jones noted Mr. Stewart would no longer be attending the Operations meetings.
- Ms. Baumbauer reported that she has accepted a position with Kaiser Permanente in Quality Management starting 10/6/2008 and would be resigning from the Commission.
- Mr. Vincent-Jones asked if any of the consumer members wished to move to other committees to better balance memberships, but none did.
- Co-Chair nominations were opened for 30 days to replace Ms. Baumbauer. Mr. Johnson's nomination was accepted.

9. **OPEN NOMINATIONS PROCESS:**

A. **Member Nominations:**

- Ms. Werner reported that applications for several commissioners were more than a year overdue despite every attempt to obtain them: Carrie Broadus, Whitney Engeran, Anna Long, Quentin O'Brien, Fariba Younai, and Ruel Nollodo. Mr. Johnson suggested talking with each of the individuals directly.
- Mr. Nollodo's term expired in 2007, but he had submitted an application that was scored. It was held as two are required per seat by HRSA and Commission By-Laws, but the SPN has not recommended a second application. Meanwhile, the submitted application has expired. Mr. Vincent-Jones suggested perhaps only a new Statement of Qualifications was needed but, with some 75% of providers in the most populous SPA, he felt SPA 4 had a responsibility to meet the minimum requirements.
- Mr. Johnson said he has been trying to recruit candidates for the vacant SPA 8 consumer seat without success, but noted Robert Butler had applied. Mr. Johnson added it was not hard to find consumers passionate about HIV, but they often did not understand or were not interested in the planning process.
- Mr. Vincent-Jones noted that Mr. Butler had been a very active Commissioner previously, but there was still no second application from SPA 8, as procedures required and there was still a shortage of Latino members. Mr. Johnson added that Mr. Butler's reputation and skills as an advocate would be very helpful in reaching other SPA 8 consumers.
- Marcos Aviles was a new applicant who had become involved through the Consumer Caucus. Mr. Vincent-Jones noted it would be wise to ensure his continued interest in membership.
- ➡ Mr. Vincent-Jones and a Co-Chair would personally speak with each of the long-term overdue Commissioners. Ms. Werner would send a reminder to those whose applications expired this June or earlier and a list would be included in the Commission packet of those who have not responded prior to the meeting.
- ➡ Discuss the need for a second SPA 4 provider seat application with Commissioners from the SPA.
- ➡ Interview and score applications for Mr. Aviles and Mr. Butler at the October meeting.

B. **Latino Recruitment:**

- Latino Membership Recruitment is moving forward with an event tentatively scheduled for October 15, 2008. Natalie Sanchez and Craig Vincent-Jones will follow-up with email invitations, letters from Supervisor Molina's office, and flyers.
- ➡ Coordinate with Supervisor Molina's office on the letter and send email "Save the Date" to interested parties.

10. **COMPREHENSIVE TRAINING:**

- It was reported that OAPP is sponsoring a Community Development Initiative (CDI) on to discuss community mobilization. There were concerns expressed about consumer involvement in those discussions. Mr. Vincent-Jones noted that the matrix of responsibilities will help clarify such issues.
- Ms. Sanchez said that SPN coordinators were planning countywide consumer leadership training at the California Endowment early in 2009. It would be one-part of a training program.
- Mr. Johnson said it was important to have diverse trainers to forge connections with various communities. Both he and Ms. Bailey emphasized that most people truly need leadership training to support them in the learning phase.
- ➡ Develop a Comprehensive Training Work Group and schedule meetings.
- ➡ Provide a draft matrix of OAPP and Commission responsibilities.

11. **ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):**

- ➡ Prepare the AAM matrix for the next Operations meeting and have Mr. Haupt present.
- ➡ Submit the Mark Haupt purchase order for work on the YR 17 MAI award process.

Operations Committee Meeting Minutes

September 18, 2008

Page 3 of 3

12. **CONSUMER CAUCUS:**

- The Consumer Caucus had held its first regular meeting following the Executive Committee Meeting at the Commission office. The shift had been made to reduce the fatigue of an all-day when scheduled after the Commission meeting. Attendance was not encouraging, but Mr. Johnson reported that might be a simple readjustment issue.
- The next "Meet the Grantee" meeting will be 9/30/2008 in SPA #2.
- There was discussion to ensure consumers understood the Comprehensive Care Plan to help them participate fully at the Annual Meeting in November.
- ➡ Although minutes from the meetings are not required (not a Brown Act covered entity), summaries from each Consumer Caucus meeting will be helpful to update/remind participants of prior discussions.

13. **COMMITTEE WORK PLAN UPDATE:** The item was postponed.

14. **COMMISSION OPERATIONS:** The item was postponed.

15. **ORDINANCE REVISIONS:** The item was postponed.

16. **COMMITTEE ACTIVITIES:** The item was postponed.

17. **COMMUNITY RELATIONS:** The item was postponed.

18. **POLICIES AND PROCEDURES:** The item was postponed.

19. **NEXT STEPS:** The item was postponed.

20. **ANNOUNCEMENTS:** There were no announcements.

21. **ADJOURNMENT:** The meeting was adjourned at 3:00 **pm**.